



AGENDA

SOUTH THAMES GATEWAY BUILDING CONTROL JOINT COMMITTEE MEETING

Date: Thursday, 16 June 2022

Time: 10.00 am

Venue: Council Chamber, Swale House, East Street, Sittingbourne, ME10 3HT

Membership:

Councillors Baker, Burden, Chitty and one other to be confirmed.

Quorum = 3

Pages

Information for the Public

*Members of the press and public may follow the proceedings of this meeting live via a weblink which will be published on the Swale Borough Council website.

Link to the meeting: To be added.

Privacy Statement

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Regulations, please contact the Data Protection Officer by email at dataprotectionofficer@swale.gov.uk or by calling 01795 417114.

RECORDING NOTICE

Please note: this meeting may be recorded, and the recording may be added to the website.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

Therefore by entering the Chamber and speaking at Committee you are consenting to being recorded and to the possible use of those sound recordings for training purposes.

If you have any queries regarding this please contact Democratic Services.

1. Emergency Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Election of Chair

3. Election of Vice-Chair

4. Apologies for Absence

5. Record of Meeting

To approve the record of the meeting held on 10 March 2022.

[Link to minutes.](#)

6. Declarations of Interest

Members are invited to declare any interests in relation to any agenda item in accordance with the Code of Conduct adopted by their Authority.

7. Urgent Matters by Reason of Special Circumstances

The Chairman will announce any late items which do not appear on the main agenda but which he/she has agreed should be considered by reason of special circumstances to be specified in the report.

8. Schedule of meetings

To note the schedule of meetings as agreed at the last meeting:

- Thursday 15 September 2022
- Thursday 1 December 2022
- Thursday 9 March 2023

9. Exclusion of Press and Public

To decide whether to pass the resolution set out below in respect of the following items:

That Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A of the Act:

3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

10. South Thames Gateway Building Control Partnership Annual Report 5 - 18

This report seeks to inform Members of the performance and financial information for the year 2021/2022.

11. South Thames Gateway Building Control Business Plan 2021/2024 19 - 56

This report seeks agreement to the South Thames Gateway Building Control Partnership's Business Plan and Service Delivery Documentation for 2021-2024.

12. Report on Retention and Recruitment 57 - 68

Issued on Tuesday, 7 June 2022

**Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT**